

RESTRICTED
Security Information

APPENDIX B

SUGGESTED MEMO
FOR USE WITH
REQUISITION INVENTORY

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(Suggested form for memo)

Date:

TO : Requisition Inventory Section, PPD

FROM :

SUBJECT : Modification of Recruitment Request

REFERENCE: Personnel Requisition Inventory Card, Serial No. _____

1. Please take following action on reference:

☐ a. Cancel requisition

☐ b. Change priority from _____ to _____

☐ c. Make following editorial change:

2. Explanation of above request:

Requesting Unit

By

Title

cc: Placement Officer

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